



**Community Preservation
Committee**

TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (978) 929-6631
Fax (978) 929-6340
cpc@acton-ma.gov
www.acton-ma.gov

April 30, 2014

Kelly Cronin, Executive Director
Acton Housing Authority
P.O. Box 681
Acton, MA 01720

**Re: 2014 CPA Project Funding – Acton Housing Authority
Windsor Avenue Doors and Windows (Preservation of Community Housing)
– up to \$92,692**

Dear Ms. Cronin:

Congratulations to the Acton Housing Authority on being a recipient of 2014 Community Preservation funds (CPA funds) in the amount of \$92,692. The Housing Authority's effort and cooperation during this year's project selection process helped secure the necessary support at the Annual Town Meeting of the Community Preservation Committee's (CPC) spending recommendation for this project. Voters agreed that each funded project is worthwhile and now they expect that each will be well executed. Before you move forward with the project, please pay close attention to the following important instructions and funding conditions:

- The Town staff person assigned to this project is Roland Bartl, Planning Director. All necessary documentation and communication with the Town regarding this project shall be directed to him.
- CPA funding for this project is available immediately following the release date of this letter.
- CPA funds shall be disbursed in accordance with standard Town of Acton accounting procedures, policies, and controls, after full or partial project completion to your satisfaction consistent with and limited to the project scope as presented in your funding application, and after:
 - a) receipt by the assigned Town staff person of contractor invoices for material provided and work performed on the project;
 - b) verification that all applicable state purchasing and ethics regulations, local bylaws, and Town financial policies have been met;
 - c) the assigned staff person has verified that the conditions of this award letter have been met.

- CPA funds shall be used only for preservation purposes (i.e. “protection of buildings from injury, harm or destruction” – M.G.L. Ch. 44B) consistent with the project as presented in the funding application, and not for “maintenance” (i.e. “the upkeep of real ... property”), rehabilitation (i.e. “capital improvements, or the making of extraordinary repairs, ... for ... making such ... community housing functional for their intended uses), or restoration.
- Any significant changes to the project from what was presented in the funding application and during the project selection process, and ultimately approved by Town Meeting, shall require CPC approval. Please contact Roland Bartl, Planning Director (978-929-6631; rbartl@acton-ma.gov) to discuss whether or not a change must be considered significant, and if necessary to schedule an appointment with the CPC.
- Upon completion of the project and payment of all bills, you must certify completion in writing to the Planning Director. Once he receives your certification, your project account will be closed and no further funds shall be available thereafter for this project.
- Any CPA funds awarded to this project and not used upon project completion shall be returned to the general CPA fund of the Town and made available for future appropriation by Town Meeting for other projects.
- Good publicity for your project is very important. It is important for Acton citizens to know where their CPA funds are being spent. Therefore, the CPC asks that you make every effort to credit the source of this funding at any meetings and in any written materials related to this project. Upon completion, please submit a letter to the CPC detailing how the funds have benefited your project. The CPC has signs that give funding credit to the Acton CPA program. Please post on such sign at the project site while work is ongoing.

The Community Preservation Committee would appreciate a notice when work on the project has commenced, periodic updates concerning the progress of your project, and especially notification upon completion. For updates or general questions please contact the CPC via email - cpc@acton-ma.gov, or by calling the Planning Department at (978) 929-6631.

Finally, please sign and return to Roland Bartl the attached acceptance form. Thank you for working in partnership with the CPC to make a significant and lasting difference in our Town.

Sincerely,

Roland Bourdon
Chairman
Community Preservation Committee

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cc: Board of Selectmen
Roland Bartl, Planning Director
Acton Community Housing Corporation
Lisa Krause, Town Accountant

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Windsor Avenue Doors and Windows (Preservation of Community Housing)
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The Acton Housing Authority accepts the foregoing grant of Community Preservation funds and agrees to be bound by the conditions stated in this award letter.

Dated: _____, 2014

Kelly Cronin, Executive Director
Acton Housing Authority
68 Windsor Ave.
Acton, MA 01720